

**Officer: 'Built Urban Infrastructure & Sustainable Energies'  
Sustainable Resources, Climate & Resilience**

**Start date: 1 November 2019 (or earlier)**  
**Duration: 18 months with a view to extension**  
**Deadline for application: 8 September 2019**

We offer is an opportunity to join the leading global network of 1,500 cities, towns and regions committed to building a sustainable future. Through our collective efforts, we impact more than 25 percent of the global urban population. ICLEI – Local Governments for Sustainability, European Secretariat, based in Freiburg, Germany provides its members with a voice on the European and international stage, a platform to connect with peers, and tools to drive positive environmental, economic and social change. We are a growing organisation that offers exciting opportunities, with a competitive salary, staff appreciation days and recognises the effort and achievement of all its employees.

The European Secretariat of ICLEI seeks to fill the position of Officer Built Urban Infrastructure & Sustainable Energies within its Sustainable Resources, Climate & Resilience team. We've been at the forefront of the sustainable urban development with a view to managing natural resources for more than 20 years with strong experiences in topics such as climate mitigation and sustainable energy, climate adaptation and urban resilience, integrated water management, biodiversity and green infrastructures.

In more recent years our work has expanded to cover the topics of built infrastructure with a particular emphasis on the field of energy efficiency and renewable energy in general and sustainable buildings and districts as well as heating and cooling. Our work supports local governments in developing, piloting, and implementing new approaches supporting urban transformation towards sustainability as well as raising awareness, capacity building and encouraging policy developments at the European and international level. We are looking for a person who has experience of build urban infrastructure and sustainable energy solutions to complement the existing expertise within the team.

ICLEI's member cities drive innovation by pioneering the development and application of new processes, instruments, methods and tools for local sustainability. ICLEI promotes integrated and cyclical management and governance of all sustainability related policy areas.

**Tasks and responsibilities:**

- Develop and implement international and European initiatives and projects that support public authorities wanting to implement
- Proactively support to SRCR Team for achieving goals related to the topical area
- Conceptually develop and implement defined tasks or work-packages within projects and services, communication with partners, preparation and implementation of products and deliverables (incl. meetings and workshops, development of training curricula and materials, guidelines and handbooks), dissemination, and reporting
- Undertake research, write guidance and develop case studies that improve knowledge and skills in public sector on aspects related to related to build urban infrastructure and sustainable and efficient energy solutions
- Coordinate small and medium-sized projects incl. budgetary tasks of assigned projects and services and appropriate work planning in close cooperation with line-management

- Supervise assistants and interns as delegated by line management
- Promote and demonstrate the value sustainable and efficient energy solutions in built urban infrastructures and through internal and external communication channels
- Support the European and – if needed – international advocacy work and create collaboration opportunities with external organisations on the topics of energy efficient and sustainable energy supply to the built urban infrastructure at a European and international level
- Design creative workshops and conferences that encourage people to participate, learn and network
- Identify funding opportunities and write project proposals
- Represent ICLEI at events and undertake presentations
- Regularly report to line management (Coordinator/Programme Director) including work progress and project implementation in light of project goals, timeframe and budget

### Skills and qualifications:

#### Essential:

- A degree in a relevant subject such as environmental or energy engineering, environmental or sustainability management, climate change management, particularly within urban context
- A minimum of 2 years relevant work experience
- Experience in the application of energy efficiency and renewable energies related to the built urban infrastructure, in particular nearly zero-energy buildings and low-carbon infrastructure
- Interest and ability to work on a variety of topics linked to climate and energy, energy efficiency and renewable energies related to urban areas
- Ability to be well organised, prioritise tasks and produce good quality work within tight time constraints
- Ability to work in a team and independently
- Team player with competence in conflict resolution, pro-active working style, ability to work self-organised within a complex working environment
- Excellent command of English and at least one further (preferably Eastern) European language (orally, read and in writing)
- Ability to build and maintain relationships with a wide range of external organisations
- Confident user of all Microsoft Office applications

#### Desirable:

- Experience of working with local governments and especially in urban development and planning
- Experience of assessing business models, technologies, regulative frameworks and stakeholder partnerships within urban infrastructure projects
- Experience of working on international and European projects
- Experience in developing and implementing interactive training and capacity development activities (particularly for and with local governments), including visualisation and facilitation
- Up-to date knowledge of legislation including EU regulations and international conventions related to climate, energy and urban infrastructure (including digital and green infrastructure) Experience in advocacy and policy processes, if possible in European contexts

**Conditions:**

- 18 months with a view to extension
- Corridor contract 80-100% of a full time position with a gross salary according to 'Officer (regular) in ICLEI's salary grid (indicative: 44.400 € to 48.000 € per annum for 100%)
- Place of work: ICLEI European Secretariat, Freiburg, Germany
- Workings hours: 40 h/week, six weeks of paid leave per annum
- Working language: English
- Readiness for frequent travel
- Applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered

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**Please apply in writing, including a CV and letter of motivation to:**

[jobs.europe@iclei.org](mailto:jobs.europe@iclei.org)

Be aware that applications are reviewed continuously upon arrival; therefore application as soon as possible is advisable.

For more information about ICLEI visit:

[www.iclei-europe.org](http://www.iclei-europe.org)

**ICLEI Europe's Equal Opportunity and Employment Policy**

ICLEI Europe's hiring policy is geared to ensure that the organisation hires employees without regard to their race, colour, religion, national origin, citizenship, age, sex, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely on the basis of their qualifications and competencies.